

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

MEDICAL RECORDS CLERK – POSITION NUMBER WC97246

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Quality Information/Medical Records – Waterbury Area Office

Job Posting No: WC97246

Hours: Monday-Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours per Week

Annual Salary: \$38,552

Posting Date: September 9, 2013 Closing Date: September 15, 2013

Eligibility Requirements:

1. Candidates must have **applied for and passed the Medical Records Clerk exam** and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator's License. Incumbents in this class may be required to travel to multiple WCMHN sites.

Duties: Supports agency staff in maintaining charts in good condition and in proper order, including filing and overflow maintenance. Monitors the physical location of charts. Assists in opening and closing charts. Assists in maintaining Record Room, moving client charts, and preparing charts for retention. Enters data in electronic databases and information systems. Assists with responding to requests by tracking and preparing materials from charts for release to outside persons and agencies in compliance with State and Federal laws and WCMHN policies and procedures. Maintains charts for Waterbury Young Adult clients at alternate location and may occasionally provide back-up coverage at other WCMHN work sites including Torrington and Danbury.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Medical Records Clerk applying to a Medical Records Clerk posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must be on the current certification examination list promulgated by the Department of Administration Services and complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Julie Roy, HR Assistant - 203-805-6407

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6432

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (**CT-HR-12**) and postings can be found on the DMHAS website at www.ct.gov/dmhas - **Employment Opportunities.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **(NP-3)**